

Student Placement General Info

Field SP-1: Status.....	3
Field SP-2: Placement Status.....	4
Field SP-3: Job Matchable.....	5
Field SP-4: Marital Status (Possible Deletion in FA 03).....	6
Field SP-5: Spouse Working (Deleted in FA 03).....	7
Field SP-6: Single Head of Household (Deleted in FA 03).....	8
Field SP-7: Household Count (Deleted in FA 03).....	9
Field SP-8: Displaced Homemaker (Deleted in FA 03).....	10
Field SP-9: Displaced Worker.....	12
Field SP-10: Support Agency.....	13
Field SP-11: Contact.....	14
Field SP-12: Phone Number.....	15
Field SP-13: Placement Entry Date.....	16
Field SP-14: Last Update.....	17
Field SP-15: Type of Drivers License (Delete Fall 03).....	18
Field SP-16: Transportation.....	19
Field SP-17: Minimum Rate Hourly.....	20
Field SP-18: Minimum Rate Salaried (Delete Fall 03).....	21
Field SP-19: Requires Benefits.....	22
Field SP-20: Immediate Position.....	23
Field SP-21: Full Time.....	24
Field SP-22: Part Time.....	25
Field SP-23: Shifts Willing to Work.....	26
Field SP-24: Substance Abuse (Delete Fall 03).....	27
Field SP-25 Primary Language (Delete Fall 03).....	28
Field SP-26: Employability Skills.....	29
Field SP-27: Placement Issues.....	30
Field SP-28: Assessment.....	31
Field SP-29: Job Skills Training (Delete Fall 03).....	32
Field SP-30: OJT (Delete Fall 03).....	33
Field SP-31: Basic Skills (Delete in Fall 03).....	34
Field SP-32: Support Services.....	35
Field SP-33: Comments.....	36
Field SP-34: Last 26 weeks # weeks employed (Delete in Fall 03).....	37
Field SP-35: Last 26 weeks # weeks unemployed (Delete Fall 03).....	38
Field SP-36: Military From (Delete Fall 03).....	39
Field SP-37: Military To (Delete Fall 03).....	40
Field SP-38: Keywords.....	41
Field SP-39: Assessment Type.....	42
Field SP-40: Assessment Score.....	43

Field SP-1: Status

Submission Date: NA

Data Entry: Required of Placement Feature is activated and the student qualifies for placement.

Code/Format: ✓ - Yes
Blank – No

Default - No

Definition: ✓ - The student is available for placement purposes.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-2: Placement Status

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box, User Defined
(eg.
F- Full Time
P – Part Time
C – Co-op
U – Unemployed
W – Work Experience
J – Job Shadow
A – Apprentice
C – Community Based

Note: To update the drop down box go to Entry Utilities on the Main Menu then Dictionary Lookup/Listings and select the field name in the top part of the screen and add or delete things in the bottom screen that you want.

Definition: Current employment status of the student.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-3: Job Matchable

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No

Default - No

Definition: √ - The student has achieved minimum competencies required by some jobs as determined by Keywords (Field SP-38) and students can be denoted in a job match utility.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-4: Marital Status (Possible Deletion in FA 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box, can be modified by user.

M - Married
S – Single
D – Divorced
W – Widowed

Note: To update the drop down box go to Entry Utilities on the Main Menu then Dictionary Lookup/Listings and select the field name in the top part of the screen and add or delete things in the bottom screen that you want.

Definition: Marital status of the student.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-5: Spouse Working (Deleted in FA 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No or not applicable

Default – No or not applicable.

Definition: √ - If spouse is working

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-6: Single Head of Household (Deleted in FA 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No or not applicable

Default – No

Definition: √ - Student is single head of the household.

Common Entry Errors:

Programming Edits:

Table Field Name:

Field Length:

Field Type:

**Table name in which this
field can be found:**

**Report name in which this
data can be found / or is used:**

Comparable MEIS-SRSD field: None

Field SP-7: Household Count (Deleted in FA 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Numeric

Definition: The number of people including students for whom the student is considered head of household.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-8: Displaced Homemaker (Deleted in FA 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Checked - Yes
Blank - No

Default Code – No (Blank)

Definition: A displaced homemaker is a student who:

- Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills, or
- Has been dependent on the income of another family member but who is no longer supported by that income, or
- Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 u.s.c. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title,

**AND is unemployed or underemployed
AND is experiencing difficulty in obtaining or upgrading employment.**

Note: Displaced homemakers are usually served by adult education and postsecondary institutions.

To be considered a member of this special population category, an individual must:

- 1. Meet one or more of the above criteria and**
- 2. Require special services and/or assistance to enable them to succeed in an occupational education program.**

Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.

Note: All information that identifies a specific student is encrypted at the state level, thereby

making it impossible to identify a particular person. Given the confidential nature of this information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should have access to the student information; this does not include any student aide or parent.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-9: Displaced Worker

Submission Date: NA

Data Entry: Optional

Code/Format: ✓ - Yes
Blank - No

Definition: ✓ - A student whose job has been eliminated and the student requires

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-10: Support Agency

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box, user defined. Will allow multiple entries.

(eg. MI Works, MI Rehab Services)

Definition: Agency with whom the student requested assistances or job placement or agencies that provide support for student. Or agencies that provide additional support for the student.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-11: Contact

Submission Date: NA

Data Entry: Optional

Code/Format: User Defined, multiple lines.

Definition: Contact person for supportive agency (SP-10) or career planning placement coordinator.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-12: Phone Number

Submission Date: NA

Data Entry: Optional

Code/Format:

Definition: Telephone number for contact person at supportive agency (SP-10).

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-13: Placement Entry Date

Submission Date: NA

Data Entry: Optional

Code/Format: Date

Definition: The date the student requested initial placement services.

Common Entry Errors:

Programming Edits:

Table name in which this field can be found:

Report name in which this data can be found / or is used:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-14: Last Update

Submission Date: NA

Data Entry: Optional

Code/Format: Date

Definition: Most recent date in which placement activities occurred for this student. (job referral, resume preparation, job interview)

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-15: Type of Drivers License (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box, user defined.
(eg. Chauffeurs, temporary, CDL, motorcycle)

Definition: The type of driver's license the student possesses.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-16: Transportation

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank - No

Definition: √ - Student has a vehicle or has continual access to transportation.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-17: Minimum Rate Hourly

Submission Date: NA

Data Entry: Optional

Code/Format: \$\$.\$\$

Definition: The hourly minimum rate acceptable to the student, as determined by the student.

If the student desires work experience or internship, the amount will be \$0.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-18: Minimum Rate Salaried (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: \$\$\$\$\$\$.\$\$

Definition: The minimum annual salary acceptable to a student, as determined by the student.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-19: Requires Benefits

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√- Yes

Blank - No

Definition: √- Student requires placement that provides benefits beyond hourly wages.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-20: Immediate Position

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√- Yes

Blank - No

Definition: √- Available for immediate placement.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-21: Full Time

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√- Yes

Blank - No

Definition: Student is available and will accept full time employment (35 hours or more).

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-22: Part Time

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√- Yes

Blank - No

Definition: Student is available and will accept part time placement (greater than 0 hours and less than 35 hours).

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-23: Shifts Willing to Work

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box, user defined can pick multiple shifts. .

eg. D- Days
 A – Afternoon
 N – Night
 S – Swing
 E – Every shift

Definition: Shifts that the student is interested and available to work.

Note: To add or delete shifts for the drop down box select Entry Utilities on the main menu then select Dictionary Lookup/Listings.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-24: Substance Abuse (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: √ = Yes
Blank = No

Definition: √ = The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Does not include tobacco. Unlawful purchasing, manufacturing, transporting, selling, using or possessing intoxicating alcohol beverages.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-25 Primary Language (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Drop Down Box from which to make a selection:
*Languages can be added to the primary language dictionary. Refer to the help menu.

Definition: This is the student's primary home language.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-26: Employability Skills

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No

Default - No

Definition: √ - Student requests assistance in employability skills.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-27: Placement Issues

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No

Default - No

Definition: √ - Student requests assistance with placement issues (eg. Problems on the job, transportation.). Please specify in SP-33: Comments

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-28: Assessment

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes
Blank – No

Default - No

Definition: Student requests assessment.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-29: Job Skills Training (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No

Default - No

Definition: Suggested use: Student seeks job skills training.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-30: OJT (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-31: Basic Skills (Delete in Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No

Default - No

Definition: Suggested use: Student seeks assistance with basic academic skills.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-32: Support Services

Submission Date: NA

Data Entry: Optional

Code/Format: Check Box

√ - Yes

Blank – No

Default - No

Definition: Student needs support services to ensure successful placement (eg. Braille machine, interpreter, transportation, childcare, ect)
Please specify exact services in comments box
SP-33: Comments.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-33: Comments

Submission Date: NA

Data Entry: Optional

Code/Format: User Defined

Definition: Notations of placement specialist specific to student's placement needs.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-34: Last 26 weeks # weeks employed (Delete in Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Numeric

Definition: The number of weeks in the last six months that the students considered themselves “employed”.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-35: Last 26 weeks # weeks unemployed (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format: Numeric

Definition: The number of weeks in the last six months that the students considered themselves “unemployed”.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-36: Military From (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-37: Military To (Delete Fall 03)

Submission Date: NA

Data Entry: Optional

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-38: Keywords

Submission Date:	NA
Data Entry:	Optional
Code/Format:	User Defined Drop Down Box from which to make a selection: e.g. Machine Trades, M Metals, Machining, CAM, Keyboarding, Filing, Computer Skills, Management Support, Accounting
Definition:	Words used to identify programs or skills that assist in matching students with applicable jobs.
Common Entry Errors:	
Programming Edits:	
<hr/>	
Report name in which this data can be found / or is used:	
Table name in which this field can be found:	
Table Field Name:	
Field Length:	12
Field Type:	
Comparable MEIS-SRSD field:	None

Field SP-39: Assessment Type

Submission Date: NA

Data Entry: Optional

Code/Format: User Defined Drop Down Box
(e.g. ACT, PSAT, MOVES. SRA)

Definition: Assessment tests taken by student.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field SP-40: Assessment Score

Submission Date: NA

Data Entry: Optional

Code/Format:

Definition: Results of assessments taken from field SP-39.

Common Entry Errors:

Programming Edits:

**Report name in which this
data can be found / or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None